

GOVERNMENT

SIKKIM



GAZETTE

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

Gangtok

Thursday 11th June, 2020

No.137

**SIKKIM JUDICIAL ACADEMY
GANGTOK**

No. 7/SJA

Date: 09.06.2020

NOTIFICATION

**SIKKIM JUDICIAL ACADEMY EMPLOYEES (APPOINTMENT, CONDITIONS
OF SERVICE AND CONDUCT) RULES, 2020.**

In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other provisions enabling in this behalf, the Governor of Sikkim in consultation with the High Court of Sikkim hereby frames the following rules regulating the appointment and conditions of service and conduct of officers and employees of the Sikkim Judicial Academy.

1. Short title and commencement.- (1) These Rules shall be called the Sikkim Judicial Academy Employees (Appointment, Conditions of Service and Conduct) Rules, 2020.

(2) These rules shall come into force on the date of its publication in the Official Gazette.

(3) These rules shall apply to all officers and staff of the Academy appointed to various posts before, on or after the coming into force of these rules, or any other post, which the Appointing Authority may resolve to make applicable.

2. Definitions.- In these Rules, unless the context otherwise requires,

- (i) 'Academy' means the Sikkim Judicial Academy.
- (ii) 'Appellate Authority' in relation to disciplinary matters of the Special Director (Academics) shall be the Patron-In-Chief. Appellate Authority in relation to the officers and employees in Schedule II shall be the Chairperson/Judge-In-Charge, Sikkim Judicial Academy.
- (iii) 'Appointing Authority':-
 - (a) in relation to the Director, Special Director (Academics) and the Additional Director means the Chief Justice/ Patron-In-Chief, Sikkim Judicial Academy.

(b) in relation to all other posts mentioned in Schedule II means the Chairperson/Judge-In-Charge, Sikkim Judicial Academy.

(iv) 'Cadre Post' means the posts as specified in Schedule I and Schedule II herein.

(v) 'Calendar Year' for the purposes of these Rules shall commence from 1st July and end on 30th June of the following year, according to the English calendar.

(vi) 'Chairperson' means the Judge-In-Charge of the Sikkim Judicial Academy.

(vii) 'Chief Justice' means the Chief Justice of the High Court of Sikkim.

(viii) 'Committee' means the Committee of the Sikkim Judicial Academy and shall comprise of the following:

Judge-In-Charge, Sikkim Judicial Academy	Chairperson
Legal Remembrancer-cum- Law Secretary	Member
A designated Senior Advocate of Sikkim	Member
Director, Sikkim Judicial Academy	Member

Or any other member(s) as nominated by Hon'ble the Patron-in-Chief/ the Chief Justice, High Court of Sikkim.

(ix) 'Constitution' means the Constitution of India.

(x) 'Departmental Promotion Committee' for Officers and employees in Schedule II shall consist of at least 3 (three) members comprising of the Registrar General, High Court of Sikkim, the Director, Sikkim Judicial Academy and a senior Judicial Officer from the District Courts of Sikkim, as nominated by the Chairperson.

(xi) 'Director' means the Director, Sikkim Judicial Academy, as appointed by the Chief Justice and shall be a Judicial Officer in the cadre of Sikkim Superior Judicial Service.

(xii) 'Disciplinary Authority' means the authority competent under these rules to impose on any officer or employee such penalties as specified under these rules and under the Sikkim Government Servants' (Discipline & Appeal) Rules, 1985 as amended from time to time. Disciplinary Authority in relation to the Special Director (Academics) and the Officers and employees in Schedule II means the Chairperson.

- (xiii) ‘Employee’ means the employee(s) of the Academy appointed either directly, by way of deputation or in any other manner whether for a fixed term, contract or otherwise, recruited for the Academy or engaged in education, training or research.
- (xiv) ‘Examination’ means competitive examination consisting of written and viva-voce examination or other practical tests, as applicable for recruitment to the relevant post as specified in the Schedule.
- (xv) ‘High Court’ means the High Court of Sikkim.
- (xvi) ‘Judge-In-Charge’ means the Chairperson, Sikkim Judicial Academy, who is a Judge of the High Court of Sikkim, nominated by the Chief Justice either generally or by a special order to deal with any matter connected with the Academy.
- (xvii) ‘Notification’ means notification issued by the Sikkim Judicial Academy and published in the Official Gazette.
- (xviii) ‘Patron-in-chief’ means the Chief Justice of the High Court of Sikkim.
- (xix) ‘Rules’ means the Sikkim Judicial Academy Employees (Appointment, Conditions of Service and Conduct) Rules, 2020 as may be amended from time-to-time.
- (xx) ‘Schedule’ means the Schedule appended to these Rules.
- (xxi) ‘Selection Committee’ means the committee constituted and notified by the Chairperson/Judge-In-Charge of the Academy under these rules for the purpose of recruitment.
- (xxii) ‘State Government’ means the Government of Sikkim.

Words and expressions used in these rules and not defined, but defined in the Sikkim Service Rules, shall have the meanings respectively assigned to them in the said rules.

- 3. Constitution of Service.-
- (1) The service of the Academy shall consist of Officers and employees as specified in Schedule I and Schedule II to these rules.
Provided that the Schedule may be amended from time to time as per the requirements of the Academy.
- (2) The Director and the Additional Director shall be the members of the Sikkim Superior Judicial Service and Sikkim Judicial Service, respectively. He/ She shall be entitled to draw pay, allowances and facilities as are admissible to him/her in his/her parent cadre by the High Court of Sikkim.
- 4. Method of Recruitment.-
- (1) All appointments to the service shall be made in the following manner namely:-

- (i) by direct recruitment.
- (ii) by deputation.
- (iii) by promotion.
- (iv) the post of Special Director (Academics) shall be on purely contractual basis initially for a period of 3(three) years, which may be extended by the Chairperson/ Judge-In-Charge from time to time, if necessary.

5. Terms and Conditions.-

5. (i) Direct Recruitment:

- (1) For direct recruitment, the selection will be made on the basis of an open competitive examination as may be prescribed by the Selection Committee. The examination shall be conducted by the Selection Committee as notified under these Rules for direct recruitment.
- (2) For the purposes of filling up of the posts by direct recruitment, a notice inviting applications from eligible candidates by an open competitive examination shall be published as follows:
 - (i) by affixation on the Notice Boards of the High Court of Sikkim, the District Courts of Sikkim and the Sikkim Judicial Academy.
 - (ii) by publication in two newspapers - one local and the other having national circulation, and also in the official websites of the Sikkim Judicial Academy, the High Court of Sikkim and the District Courts of Sikkim.
- (3) (i) There shall be a preliminary scrutiny of the applications and the candidates found eligible on preliminary scrutiny shall be issued admit cards for appearing in the written examination followed by viva-voce and such other practical tests as specified in the Schedule.
 - (ii) Only those candidates having the essential conditions for service shall be called for the written examination.
 - (iii) Names of the candidates found eligible on preliminary scrutiny will be displayed on the Notice Boards of the High Court of Sikkim, the District Courts of Sikkim, the Sikkim Judicial Academy and in the official websites of the Sikkim Judicial Academy, the High Court of Sikkim and the District Courts of Sikkim. The eligible candidates shall appear for written examination followed by viva-voce and such other practical tests as specified in the Schedule. The minimum qualifying marks to be obtained in each subject shall be 40%.

(4) The selection procedure to the posts in Group 'D' shall consist of only viva-voce other than the post of a 'Driver'. Candidates applying for the post of a Driver shall have to undergo driving test and candidates applying for the post of a Residential Orderly shall have to sit for a cookery test along with the viva-voce as specified in the Schedule.

(5) Names of the successful candidates shall be intimated through publication in two newspapers one local and the other having national circulation, and in the official websites of the Sikkim Judicial Academy, the High Court of Sikkim and the District Courts of Sikkim and also in the Notice Boards.

(6) The age limit for the appointment by way of direct recruitment shall be a minimum of 18 (eighteen) years and maximum of 40 (forty) years as on 1st of January of the year in which the advertisement is published, except for the posts as specified in Schedule I.

(7) No person shall be appointed to the service, unless, he/she possesses the qualification and experience as specified against the post in the Schedule to these rules.

(8) No person shall be eligible for appointment to the services of the Academy, if he/she has more than one wife living, or has married a person who already has a wife or husband unless the Chief Justice for special reason(s) exempts such person from the operation of this rule.

(9) No person shall be eligible for appointment to the services of the Academy, if he/she has been convicted and sentenced to imprisonment for any offence under the law by a competent authority.

(10) No person shall be eligible for appointment to the services of the Academy by direct recruitment, unless he/she:-

- (a) is a citizen of India.
- (b) is of sound health and fit for service.
- (c) is of good moral character.
- (d) has an adequate knowledge of computer.
- (e) is physically and mentally capable of performing/discharging his/her duties.
- (f) is able to communicate either in Nepali, Bhutia or Lepcha or any other Official languages of the state.

(g) acquires the minimum qualifying marks in each of the papers in the written examination, if required to sit for it.

(11) Every person(s) applying for appointment to the service shall give a declaration that he/she does not suffer from any of the aforesaid disqualifications and also that he/she confirms to all the eligibility criteria. The declaration shall also contain his/her undertaking that if the same is found false or incorrect, his/her candidature shall be cancelled and, if appointed, his/her appointment shall be annulled.

(12) The Selection Committee may, at its discretion, constitute a panel list of candidates in order of merit for a maximum period of 1(one) year from the date of declaration of the results. In the event of non-joining of any candidate, recommendation of names as per the panel list shall be at the discretion of the Chairperson, Sikkim Judicial Academy.

(13) Every person(s) appointed to a post by direct recruitment shall remain on probation for a period of 1 (one) year:

Provided that the period of probation, if so warranted, may be extended by the order of the Appointing Authority.

(14) If, in the opinion of the Appointing Authority, the work or conduct of an employee(s) on completion of or during the period of probation is not satisfactory, the Appointing Authority may dispense with the services of the employee without serving any notice.

(15) On completion of the period of probation, the Appointing Authority shall, if the work or conduct of the employee has, in its opinion, been satisfactory, confirm the services of such employee(s) from the date of his appointment.

5 (i) Deputation.-

A post specified in Schedule I and Schedule II may be filled by way of deputation from amongst the serving Officers of the High Court of Sikkim, District Courts of Sikkim or the Government of Sikkim, working on the analogous post except for the post of Special Director (Academics).

(ii) Absorption.-

(1) The services of the employees of the High Court of Sikkim who are working with the Academy shall be considered for absorption in the Academy by the Chairperson, Sikkim Judicial Academy.

(2) The criteria regarding age, prescribed in these rules, shall not apply for such recruitment by absorption.

(3) Matters related to the conditions of service, seniority, payment of salary shall be considered by the Chairperson, Sikkim Judicial Academy, during the time of absorption of such employees in the Sikkim Judicial Academy.

(iii) Promotion.-

(1) An incumbent shall be given appointment by promotion on fulfilling the eligibility conditions as prescribed in Schedule II. The Departmental Promotion Committee shall consider and recommend the suitability for promotion of Officer(s) and employee(s) in Schedule II of these rules. Promotion will be based on merit-cum-seniority.

(2) Every person(s) appointed to a post by promotion from a lower post or grade shall remain on probation for a period of 1(one) year.

(3) On completion of the period of probation, the Appointing Authority shall, if the work or conduct of the employee has, in its opinion, been satisfactory, confirm the services of such employee(s) from the date of his promotion:

Provided that the period of probation, if so warranted, may be extended by the order of the Appointing Authority. However, where a person on probation is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the Appointing Authority may revert him/her to the post held by him/her immediately before such promotion.

6. Appointment on contractual basis.-

Where it is expedient to fill a vacancy in any post and undue administrative inconvenience is anticipated in filling up that post on regular basis, the Patron-In-Chief may fill up the vacancy by appointing a suitable person on contractual basis for a fixed period or until regular appointment is made under these rules. Such contractual services shall have no lien to the service. The appointment on contract basis may be terminated after giving a notice of one month.

7. Seniority.-

Seniority shall be determined separately for each category of posts as per the seniority list prepared and maintained in the Academy. The seniority list so prepared shall be updated yearly and as and when necessary. The seniority list shall invariably be updated in the event of death, resignation or termination of any employee.

8. Continuation of Service.-

An employee shall continue in his/her service till the age of retirement. However, he/she shall be disqualified from continuing in his/her services, if he/her has so abused his/her position as to render his/her continuance in office prejudicial to the office.

The services of an employee shall be discontinued in the following events:-

- (i) if any employee is terminated from his/her service or,
- (ii) if any employee resigns from his/her service or,
- (iii) in the event of death of an employee.

8 (i) Termination of Service.-

The Chairperson may terminate any employee from his/her office:-

- (a) if he/she has been convicted and sentenced to any imprisonment for any offence under the law by a competent Court.
- (b) if he/she has become physically or mentally incapable of performing his/her duty as an employee.
- (c) if he/she has so abused his/her position.
- (d) on misconduct, misbehavior or incapacity of an employee:

Provided that the Chairperson shall not remove/terminate any employee on any of the grounds specified in these rules without giving him/her a reasonable opportunity of being heard.

(ii) Resignation.-

An employee shall be entitled to resign from his/her post by serving three months notice in writing to the Chairperson. The resignation shall take effect only from the date of its acceptance by the Chairperson, Sikkim Judicial Academy.

The Appointing Authority shall, however, have the discretion to waive such notice period or to accept the resignation before the expiry of the period of such notice:

Provided that the employee shall, unless he is permitted by the Appointing Authority to relinquish his/her office sooner, continue to hold office until the expiry of the period of notice or until a person duly appointed as his successor enter upon his office, whichever is earlier.

9. Pay, Salary, Leave, Pension and other allowances.-

- (1) The holder of a post, to which a person is appointed, shall be entitled to the scale of pay specified in Schedule II attached herewith.
- (2) Matter with regard to the grant of increment, fixation of pay, leave and other facilities of the employee(s) shall be governed by the Rules applicable to employee(s) of the State Government.
- (3) The Officer(s) and employee(s) of the Sikkim Judicial Academy shall be entitled to the benefits of Pay Revision, Dearness Allowance, Travelling Allowance, Pension, Death-cum-Retirement

Gratuity, Group Insurance Scheme, Provident Fund, as are applicable to the State Government Officers and Staff during the tenure of their service and after retirement.

Notwithstanding anything contained above, the members of the Judicial Services of Sikkim when posted in any capacity within the Academy shall be governed by their respective service rules.

10. Discipline:-

All employees appointed to different posts shall be subject to the superintendent and control of the Chairperson and the Director of the Academy, subject to the overall superintendent and control of the Patron-In-Chief.

In particular and without prejudice to the generality of these rules, the Sikkim Government Servants' (Discipline and Appeal) Rules, 1985 as amended from time to time, shall apply in matters of discipline and punishment to the employees of Academy subject to the following modifications:-

- (i) The expression Government Servant occurring in the Sikkim Government Servants' (Discipline and Appeal) Rules, 1985, shall be read as the Officer(s) and employee(s) of the Sikkim Judicial Academy.
- (ii) The Disciplinary Authority and the Appellate Authority shall constitute of the following:-

Class of Officers	Disciplinary Authority	Power of exercise	Appellate Authority
Special Director (Academics)	Chairperson/ Judge-In-Charge	All	Patron-In-Chief
All Officer(s) employee(s) Schedule II	Director	All	Chairperson/and Judge-in-Charge

11. Residuary Powers.-

Nothing in these rules shall be deemed to affect the powers of the Patron-In-Chief, the Chief Justice to pass such orders from time to time as he may deem fit, in regard to matters as have not been provided for or not been sufficiently provided for in these Rules. In all other matters regarding the conditions of service for which no provision or insufficient provision has been made in these rules, the rules and orders for the time being in force and applicable to the Government Servants appointed to corresponding or comparable Civil Services and posts in connection with the affairs of the State of Sikkim shall apply *mutatis mutandis* to the members of the establishment subject to such modifications, variations and exceptions, if any, as the Patron-In-Chief, the Chief Justice may from time to time specify.

By Order.

**Director,
Sikkim Judicial Academy**

Schedule-I

Sl. No.	Name of Post	Number of Post	Grade Pay	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
1.	Director(A member of the Sikkim Superior Judicial Service)	1	The incumbent will carry his\her own scale of pay.	Prerogative of the Full Court.	Prerogative of the Full Court.	Prerogative of the Full Court.	Prerogative of the Full Court.
2.	Special Director (Academics)	1	Consolidated pay of ₹1,35,000 (One lakh thirty five thousand)	Prerogative of the Chairperson/ Judge-In-Charge, Sikkim Judicial Academy.	An academically inclined retired Judicial Officer in the cadre of Superior Judicial Service.	Prerogative of the Chairperson/ Judge-In-Charge, Sikkim Judicial Academy.	Prerogative of the Chairperson/ Judge-In-Charge, Sikkim Judicial Academy.
3.	Additional Director (A member of the Sikkim Judicial Service)	1	The incumbent will carry his\her own scale of pay.	Prerogative of the Full Court.	Prerogative of the Full Court.	Prerogative of the Full Court.	Prerogative of the Full Court.

Schedule-II

Library Cadre							
Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
1.	Joint Registrar (Library)	2	Level 19 PB-3: Rs.15600- 39100 + Rs.7200 (Group A)	By Promotion		By promotion from Deputy Registrar (Library) with atleast 5 years of regular service on the basis of merit-cum-seniority.	By Promotion.
2.	Deputy Registrar (Library)	2	Level 17 PB-3: Rs.15600- 39100 + Rs.6200 (Group A)	By Promotion		By promotion from Head Librarian with at least 5 years of regular service on the basis of merit-cum-seniority.	By Promotion.
3.	Head Librarian	2	Level 15 PB-2: Rs.9300- Rs.34800+ G.P. Rs.5000 (Group B)	By promotion/ Deputation		By promotion from Junior Librarian possessing Bachelors degree in Library Science with at least 5 years of regular service as Librarian on the basis of merit-cum-seniority. OR By deputation from amongst the serving officers of the High Court of Sikkim, Subordinate Courts of Sikkim or the Government of Sikkim, working on the analogous post.	By promotion/ Deputation.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
4.	Junior Librarian	2	Level 12 PB-2: Rs.930- Rs.34800+GP	By Promotion		By promotion from Assistant Librarian having minimum qualification of degree/diploma in Library Science and graduate from a recognized University with atleast 5 years of regular service as Assistant Librarian on basis of merit-cum- seniority.	By Promotion.
5.	Assistant Librarian	2	Level 10 PB-1: Rs.5200- Rs.20200 + Rs.3400 (Group C)	Direct recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be a Graduate from a recognized University with a degree in Library Science from any recognized University. (c) Communicate in English both in writing as well as spoken. (d) Desirable- i. Experience of restoration of documents in a library. ii. Experience in computerization of library.	Written examination followed by viva-voce.

Accounts Cadre							
Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
1.	Chief Accounts Officer	2	Level 19 PB-3: Rs. 15600- 39100 + Rs. 7200 (Group A)	By Promotion		By promotion from Deputy Registrar (Accounts) having 5 years of regular service on the basis of merit-cum-seniority.	By Promotion.
2.	Deputy Registrar (Accounts)	2	Level 17 PB-3: Rs. 15600- 39100 + Rs. 6200 (Group A)	By Promotion		By promotion from amongst Accounts Officer with at least 5 years of regular service on the basis of merit-cum-seniority.	Promotion.
3.	Accounts Officer	2	Level 15 PB-2: Rs. 9300- Rs.34800+GP Rs.5000 (Group B)	By Promotion/ by Deputation		By promotion from amongst Sr. Accountants with at least 5 years of regular service on the basis of merit-cum-seniority. OR By deputation from amongst the serving officers of the High Court of Sikkim, Subordinate Courts of Sikkim or the Government of Sikkim, working on the analogous post.	By Promotion/by Deputation.
4.	Sr. Accountant	3	Level 14 PB-2: Rs.9300- Rs.34800+GP Rs.4600 (Group C)	By Promotion		By promotion from amongst Accountant with at least 5 years of regular service on the basis of merit-cum-seniority.	By Promotion.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
5.	Accountant	3	Level 11 PB 1; Rs. 5200 - Rs.20200 + GP Rs. 3800 (Group C)	Direct Recruitment/ Promotion/ Deputation	18 years to 40 years (For Direct Recruitment)	<p>For direct recruitment a candidate should:-</p> <p>(a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules.</p> <p>(b) Be a Bachelor of Business Administration in Accounting and Finance. Or, be a Bachelor of Commerce in Accountancy. Or, be a Bachelor of Commerce in Accounting & Taxation.</p> <p>Promotion:</p> <p>By promotion from Junior Accountant/Accounts Clerk having 5 years of regular service on the basis of merit-cum-seniority.</p> <p>(a) be a Bachelor of Business Administration in Accounting and Finance.</p> <p>Or, be a Bachelor of Commerce in Accountancy,</p> <p>Or, be a Bachelor of Commerce in Accounting & Taxation.</p> <p>Deputation:</p> <p>By deputation from amongst the serving officers of the High Court of Sikkim, Subordinate Courts of Sikkim or the Government of Sikkim, working on the analogous post.</p>	<p>For direct recruitment:-</p> <p>Written Examination followed by viva-voce</p>

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
6.	Jr. Accountant	1	Level 9 PB-1: Rs.5200- Rs.20200+GP Rs.3000 (Group C)	Direct Recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be a Bachelor of Business Administration in Accounting and Finance. Or, be a Bachelor of Commerce in Accountancy. Or, be a Bachelor of Commerce in Accounting & Taxation.	Written examination followed by viva-voce.
7.	Accounts Clerk	1	Level 7 PB-1: Rs. 5200- Rs. 20200+ GP Rs. 2600 (Group C)	Direct Recruitment	18 years to 40 years	For direct recruitment a candidate should:- (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be a Bachelor of Business Administration in Accounting and Finance. Or, be a Bachelor of Commerce in Accountancy. Or, be a Bachelor of Commerce in Accounting & Taxation. Promotion: By promotion from Junior Accountant/Accounts Clerk having 5 years of regular service on the basis of merit-cum-seniority.	Written examination followed by viva-voce.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
						(a) be a Bachelor of Business Administration in Accounting and Finance. Or, be a Bachelor of Commerce in Accountancy. Or, be a Bachelor of Commerce in Accounting & Taxation. Deputation: By deputation from amongst the serving officers of the High Court of Sikkim, Subordinate Courts of Sikkim or the Government of Sikkim, working on the analogous post.	

Computer Cadre							
Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
1.	Joint Secretary (IT)	2	Level 19 PB-3: Rs.15600- 39100 + Rs.7200 (Group A)	By promotion		By promotion from amongst the Deputy Secretary (IT) with at least 5 years of regular service on the basis of merit-cum-seniority.	By promotion.
2.	Deputy Secretary (IT)	2	Level 17 PB-3: Rs.15600- 39100 + Rs.6200 (Group A)	By promotion		By promotion from amongst the Under Secretary (IT) including Programmer Software and Programmer Hardware/ Network with at least 5 years of regular service on the basis of merit-cum-seniority.	By promotion.
3.	Under Secretary (IT)	2	Level 15 PB-2: Rs. 9300- Rs. 34800+ GP Rs.5000 (Group B)	By Promotion		By promotion from amongst the Programmer Software, Programmer/Hardware/ Network with atleast 6 years of continuous service as Programmer Software or Programmer Hardware/ Network on the basis of merit-cum-seniority.	By Promotion.
4.	Software Programmer	2	Level 12 PB-2: Rs. 9300- Rs. 34800+ GP Rs.5000 (Group B)	By Direct recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be a Bachelor of Engineering, or a Bachelor in Technology, or a Master in Computer	Written examination followed by Practical and viva-voce.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
5.	Hardware/Network Engineer	2	Level 12 PB-2: Rs.9300- Rs.34800+GP Rs.4200 (Group B)	By direct recruitment	18 years to 40 years	<p>The candidate should:</p> <p>(a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules.</p> <p>(b) Be a Bachelor of Engineering, or, a Bachelor in Technology, or, a Master in Computer Application in Information Technology or Computer Science or Electronic and Communication Technology with at least 2 years experience in Server Administration, Network Administration and Hardware Trouble Shooting. Preference will be given to those candidates who have knowledge and experience in:-</p> <ul style="list-style-type: none"> • Ubuntu-Linux platform, • management of computer Network system, Local 	<p>Written examination followed by Practical test and viva-voce.</p>

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
						<p>Area Network and Wide Area Network having Transmission Control Protocol and Internet Protocol skills,</p> <ul style="list-style-type: none"> • web servers, library servers, • maintenance of hardware and software devices, • Digital Library, • implementing network security, firewall, router etc. 	

Establishment Cadre							
Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
1.	Joint Secretary	10	Level 19 PB-3: Rs.15600- Rs. 39100 + Rs.7200 (Group A)	By promotion		By promotion from Deputy Secretary with at least 4 years of regular service on the basis of merit-cum-seniority. Preference will be given to Law Graduates.	By promotion.
2.	Deputy Secretary	8	Level 17 PB-3: Rs.15600- Rs.39100 + Rs.6200 (Group A)	By promotion		By promotion from Under Secretary with at least 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to Law Graduates.	By promotion.
3.	Under Secretary	10	Level 15 PB-2: Rs. 9300- Rs.34800+GP Rs.5000 (Group B)	By promotion/ Deputation		By promotion from Office Superintendent with at least 5 years of regular service on the basis of merit-cum-seniority. OR By deputation from amongst the employee of the High Court of Sikkim, Subordinate Courts of Sikkim or the Government of Sikkim. Preference will be given to Law Graduates.	By promotion/ Deputation.
4.	Office Superintendent / Assistant Coordinator	10	Level 14 PB-2: Rs. 9300- Rs. 34800 + GP Rs. 4600 (Group B)	By promotion/ Deputation		By promotion from Head Assistant with atleast 5 years of regular service on the basis of merit-cum-seniority. By deputation from amongst the employee of the High	By Promotion/ Deputation.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
5.	Head Assistant	12	Level 11 PB-1: Rs. 5200- Rs. 20200+ GP Rs.3800 (Group C)	By promotion/ Direct Recruitment		Court of Sikkim, Subordinate Courts of Sikkim or the Government of Sikkim Preference will be given to Law Graduates.	
6.	Upper Division Assistant	12	Level 9 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 3000 (Group C)	By promotion/ Direct Recruitment	18 years to 40 years (For Direct Recruitment)	<p>The candidate should:</p> <p>(a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules.</p> <p>(b) Be a Graduate from any recognized university and possessing a certificate in Computer Science from any recognized Computer centre.</p> <p>OR</p> <p>By promotion from UDA with atleast 5 years of regular service on the basis of merit-cum-seniority.</p>	<p>Written examination followed by viva-voce.</p>
						<p>By promotion from amongst Lower Division Assistant, Restorer-cum-Typist, Data Entry Operator, LDA-cum-Protocol Assistant with atleast 6 years of regular service on the basis of merit-cum-seniority. Preference will be given to the Graduate candidates.</p> <p>For Direct Recruitment:-</p> <p>For Direct Recruitment a candidate should:-</p>	

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
						<p>(a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules.</p> <p>(b) Be a graduate from any recognized university, possessing a certificate in Computer Science from any recognized Computer centre and having knowledge of typewriting at a minimum speed of 40 w.p.m.</p>	<p>OR</p> <p>50% by promotion amongst the Group D staff who are Graduate passed on the basis of merit-cum-seniority, having knowledge of computer and typing.</p>
7.	Lower Division Assistant	3	Level 7 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2600 (Group C)	Direct Recruitment/ By Promotion (For Direct Recruitment)	18 years to 40 years	<p>For Direct Recruitment a candidate should:-</p> <p>(a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules.</p> <p>(b) Be a graduate from any recognized university, possessing a certificate in Computer Science from any recognized Computer centre.</p> <p>(c) Should have knowledge of typewriting at a minimum speed of 40 w.p.m.</p>	<p>OR</p>

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
						by promotion from amongst Restorer-cum-Jr. Typist with atleast 6 years of regular service on the basis of merit-cum-seniority who are Graduate from a recognized University with certificate in computer science from any recognized computer center and having knowledge of typewriting at a minimum speed of 40 w.p.m.	Written examination followed by viva-voce.
8.	Restorer-cum-Typist	3	Level 5 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2300 (Group C)	By Promotion		By promotion from amongst the Group D staff who are Graduate from a recognized University on the basis of merit-cum-seniority, having knowledge of computer and typing at a minimum speed on 40 w.p.m on the basis of merit-cum-seniority.	By Promotion.
9.	Driver	3	Level 6 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2400 (Group C)	Direct Recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) be Class VIII passed from a recognized school/Board possessing a license in driving light vehicle with minimum experience of 3 years.	Driving test followed by viva-voce.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
10. Peon	3	Level 4 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2200 (Group D)	Direct Recruitment to 18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be Class VIII passed from a recognized School/Board.	Only viva-voce.		

Operation & Maintenance Cadre							
Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
1.	Senior Supervisor	3	Level 9 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 3000 (Group C)	By promotion		By promotion from amongst Supervisor who have put in not less than 6 years of regular service on the basis of merit -cum-seniority.	By promotion.
2.	Supervisor	3	Level 7 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2600 (Group C)	By promotion		By promotion from amongst Book Binder and Record Keeper who have put in not less than 10 years of regular service on the basis of merit-cum-seniority.	By promotion.
3.	Book Binder	1	Level 5 PB-1: Rs. 5200 - Rs. 20200 + GP Rs. 2300 (Group C)	Direct Recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be Class XII passed from a recognized School/Board with 5 years experience in Book Binding work.	Written examination followed by viva-voce.
4.	Record Keeper	3	Level 5 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2300 (Group C)	By promotion		By Promotion from amongst Group D staff who are Graduates from a recognized University on the basis of merit-cum-seniority. Preference will be given to the candidates possessing diploma in Computer Science from any recognized Computer Centre and having	By Promotion.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
5.	Lineman	1	Level 7 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2600 (Group C)	By Direct Recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Have a minimum qualification of class VI pass from a recognised School/Board and experience in electrical works.	Practical Test.
6.	Mail	2	Level 4 PB-1: Rs. 5200 - Rs. 20200 + GP Rs. 2200 (Group D)	By Direct Recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be Class V passed from a recognized School/Board.	Only Viva voce.
7.	Chowkidar	2	Level 4 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2200 (Group D)	By Direct Recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be Class V passed from a recognized School/Board.	Only Viva voce.
8.	Residential Orderly	3	Level 4 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2200 (Group D)	By Direct Recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be Class V passed from a recognized School/Board.	Viva voce followed by cookery class.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
9.	Sweeper	3	Level 4 PB-1: Rs. 5200- Rs. 20200 + GP Rs. 2200 (Group D)	By Direct recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be Class V passed from a recognized School/Board.	Only Viva voce.

STENOGRAPHER CADRE							
Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
1.	Principal Private Secretary	1	Level 19 PB-3: Rs. 15600- Rs. 39100 + Rs. 7200 (Group A)	By Promotion		By selection from amongst Deputy Registrar-cum Private Secretary who are Graduates having a service experience of 5 years on the basis of merit-cum-seniority.	By Promotion.
2.	Deputy Registrar-cum Private Secretary	1	Level 17 PB-3: Rs. 15600 - Rs. 39100 + Rs. 6200 (Group A)	By Promotion		By promotion from amongst Private Secretary who are Graduates having a service experience of 5 years on the basis of merit-cum-seniority.	By Promotion.
3.	Private Secretary	1	Level 15 PB-2: Rs. 9300- Rs. 34800 + GP Rs. 5000 (Group B)	By promotion		By promotion from amongst Personal Assistant Grade II who are Graduates having a service experience of 6 years on the basis of merit-cum-seniority.	By Promotion.
4.	Personal Assistant Grade II/Stenographer	2	Level 12 PB-2: Rs. 9300- Rs. 34800 + GP Rs. 5000 (Group C)	By promotion or Direct Recruitment	18 years to 40 years (For direct recruitment)	For Promotion:- By selection from amongst Personal Assistant/ Stenographers Grade-III who are Graduates having 6 years of experience on the basis of merit-cum-seniority. For Direct Recruitment a candidate should :- (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules.	Written examination followed by practical test and viva-voce.

Sl. No.	Name of Post	No. of Post	Level in the Pay Matrix	Method of Recruitment	Age Limit	Eligibility Conditions/ Qualification	Selection Procedure/ Examination
						(b) Be a Graduate from a recognized University. (c) Have minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing and a certificate in Computer Science from any recognized Computer Centre. (d) Communicate in English both in writing as well as spoken.	
5.	Personal Assistant/ Stenographer Grade III	3	Level 11 PB-2: Rs. 9300- Rs. 34800 + GP Rs. 3800 (Group C)	Direct Recruitment	18 years to 40 years	The candidate should: (a) Fulfill all the criteria laid down in Rule 5 (10) of these Rules. (b) Be a Graduate from a recognized University possessing the qualification of Stenographer Grade-III, i.e., having minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing and also possessing a certificate in Computer Science from any recognized Computer Centre. (c) Should Communicate in English both in writing as well as spoken.	Written examination followed by practical test and viva-voce.

By Order.